



# California Housing Finance Agency

## Job Opportunity

### Accountant Trainee Vacancy #322

Salary Range	\$3,240-3,751
Final File Date	September 11, 2010
Division	Fiscal Services Division, Multifamily Accounting
Specific Location	12 <sup>th</sup> & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Contact Tanishia Hodge at 916-322-1948, <a href="mailto:thodge@calhfa.ca.gov">thodge@calhfa.ca.gov</a> California Relay Telephone Service for the Deaf of Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Eligibility	<p><b>State Employees:</b> Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list.</p> <p><b>Non-State Employees:</b> To be considered for this vacancy, you must have established eligibility. Eligibility is established by competing successfully in an appropriate exam. Often, exams are not offered at the same time as job opportunities. Your first step in getting a job with the state will be to establish list eligibility by competing in an exam. We post our exams on our web site's exam page <a href="http://www.calhfa.ca.gov/about/employment/exams.htm">http://www.calhfa.ca.gov/about/employment/exams.htm</a> and on the State Personnel Board's web site.</p> <p>To learn more about exams, how to get a job with the state, and the state's hiring process in general, visit the State Personnel Board's web site at <a href="http://www.spb.ca.gov/jobs/faq/non_state_employee_information.htm">http://www.spb.ca.gov/jobs/faq/non_state_employee_information.htm</a></p> <p><b>STATE YOUR ELIGIBILITY FOR THIS VACANCY IN SECTION 12 OF YOUR APPLICATION – YOUR APPLICATION MATERIAL MAY NOT BE CONSIDERED WITHOUT THIS INFORMATION.</b></p> <p>SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.</p>
How to Apply	<p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.</p> <p>Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's web site at <a href="http://www.spb.ca.gov">www.spb.ca.gov</a> or by contacting CalHFA.</p> <p><b>SPECIFY ON YOUR APPLICATION THAT YOU ARE INTERESTED IN VACANCY #322, ACCOUNTANT TRAINEE.</b></p>
Duties	<p>The California Housing Finance Agency (CalHFA) currently has an opening for an Accountant Trainee to join our friendly Accounting team. Per Executive Order S-12-10, CalHFA is exempt from the furlough. CalHFA is a small department located downtown at 12<sup>th</sup> and L Street. Our organization is close to light rail and other forms of public transportation.</p> <p>Under the supervision of the Accounting Administrator I (Supervisor), this position is responsible for accounting transactions in the Multifamily Accounting unit. Duties include:</p> <p><u>Essential Functions:</u></p> <p>15% Collect, track, and disburse Application Fees, Commitment Fees, and Refundable Fees for unfunded projects. Post transactions in LIP module. Prepare Transaction Requests and Journal Entries to record transfers of funds between Commitments Fees and Refundable Fees, when requested by MF Programs. Prepare Operating claim schedules when disbursing from the aforementioned accounts. Prepare quarterly accrual to post amortized commitment fees of loans that have funded.</p> <p>15% Maintain and service Multifamily projects. Provide customer service and resolve issues related to multifamily projects with the project's management agents, their auditors and CalHFA Asset Management staff. Locate and cancel original promissory note for paid-in-full notes, prepare a memo to the Legal department for deed of reconveyance. Review and mail out mortgagor annual statements. Respond to</p>

	<p>auditor's confirmation request such as mailing a copy of the mortgagor annual statement, provide and confirm accounting activities and balances.</p>
10%	Post monthly mortgage payments and other payments for Multifamily loans. Identify and research any discrepancies between payment made and the amount due.
10%	Perform analysis on taxes, insurance and earthquake impound accounts for multifamily projects. Monitor disbursements from those accounts to perform analysis for the account that has a shortage in a timely manner. Work closely with CalHFA Asset Management staff to resolve problems relating to impound accounts.
10%	Print Dayend reports and cash receipts reports every morning and reconcile related cash account balances.
5%	Prepare daily deposits for Multifamily checks, Operating checks, Revolving Fund checks, miscellaneous checks and all other deposits to the bank account. Deliver bank deposits.
5%	Prepare Claim Schedules and US Bank Requests such as cost of issuance, Earned Surplus Pre/Post 80, Mortgage Insurance Premium (MIP) and accounts payable from various sources of funds.
5%	Maintain US Bank registers for several bond issues by posting transactions and preparing journal entries for input into the General Ledger system.
5%	Prepare various quarterly accruals for the general ledger.
5%	Prepare quarterly journal entries and Officer Certificates for reimbursing the Operating account for trustee fees paid to US Bank. Prepare quarterly journal entries for accrual of trustee fees paid to STO and to US Bank. Provide the account balances of HAT Equity, FAF Savings, ERA and RCA to Finance Staff to assist their decision on source of loan funding. Reconcile the fund balances to the general ledger and SCO monthly. Reconcile Due to/Due from intrafund account for Emergency Reserve Loan Warehousing Account. Collect, track, and disburse Hearing Fees collected from HAP tenants requesting an eviction hearing. Communicate with Asset Management's tenant liaison when amounts have been received and those times when Asset Management provides disbursement requests to refund Hearing Fees to the project.
	<u>Marginal Functions:</u>
10%	Assist the Accounting Administrator I (Specialist) with inputting and reconciling various spreadsheets for Proposition 46 and the Mental Health Services Act Program.
5%	Participate in staff meetings, attend training, provide work status reports, handle special projects, and perform other duties as required.